Re-Open Subway Week

Re-opens the last closed week so that adjustments can be made to all functions locked by a closed week status such as editing and/or adding inventory, deliveries and/or transfers; making adjustments to cash in, cash close, cash drop, finished waste, bread credits and/or paid outs. Only the last closed week can be re-opened. All previous weeks remain locked.

1. Press **Restaurant Functions** on the home screen, log in, and press **Operations**.
2. Press **Re-Open Week**.
3. POS displays the message **Are you sure you want to reopen Subway Week ending <mm/dd>?** Press **Yes** to confirm and continue.
4. POS displays the message **The Subway Week <mm/dd> was reopened successfully** appears. Press **Ok** to continue.
5. You may now make changes to this week. When the week is closed, it will be retransmitted.

Employee Maintenance

Use this procedure to add, edit, terminate an employee, and change their password or security role.

Employee Roles and Security Access

All security access functionality is controlled by the employee role.

POS Screen	Function/Button	Owner	Manager	Supervisor	Cashier	Employee	POS Screen	Function/Button	Owner	Manager	Supervisor	Cashier	Employee
Home screen	Time Punch	√	√	√	√	√	Opera-tions	Start Day	√	√	√	√	
	Restaurant Function	√	√	√	√	√		End Day	√	√	√	√	
	Ring Sales	√	√	√	√			Adjustment	√	√	√		
	Support Screen	√	√	√	√	√		Subway Week status	√	√			
Labor	Employees	√	√					Re-open Week	√	√			
	Time Clock Review	√	√	√				Transmit Week Data	√	√			
	Productivity Report	√	√	√				Close Week	√	√			
	Weekly Time Punch Report	√	√	√				Detailed Units Itemization Report	√	√			
Inventory	Enter Inventory Count	√	√					Control Sheet	√	√			
	Enter Raw Waste	√	√					WISR	√	√			
	Enter Transfers	√	√				Cash control	Close Cash Drawer	√	√	√	√	
	Enter Delivery	√	√					Cash Drop	√	√	√	√	
	Distributor/Suppliers	√	√					Cash In Drawer	√	√	√	√	
	Print Waste Sheet	T	B	D				Paid Outs	√	√	√		
	Print Inventory Count Sheet	T	B	D				EFT Report	√	√	√		
Utilities	Exit to Windows	√	√	√	√	√		Storewide Cash Report	√	√	√		
	Manage House Accounts	√	√				Ring sales	Bread Credits	√	√	√		
	Operations Expenses	√	√					Dashboard	√	√	√	√	
	System Options	√	√					Discount	√	√	√	√	
	Store Hours	√	√					Find Order	√	√	√	√	
	Reboot POS	√	√	√	√	√		Finished Waste	√	√	√		
	Restart POS	√	√	√	√	√		Item Correct	√	√	√	√	
	Rollback Menu Products	√	√	√	√	√		POS Tasks	√	√	√	√	
	Select Rewards	√	√	√	√			Price Override	√	√	√	√	
	SubCard Inquiry	√	√	√	√			Quantity	√	√	√	√	
	SubCard Transfer	√	√	√	√			Recall Order	√	√	√	√	
	Void Transaction	√	√	√				Refund by Item	√	√	√		
								Reprint Receipt	√	√	√	√	

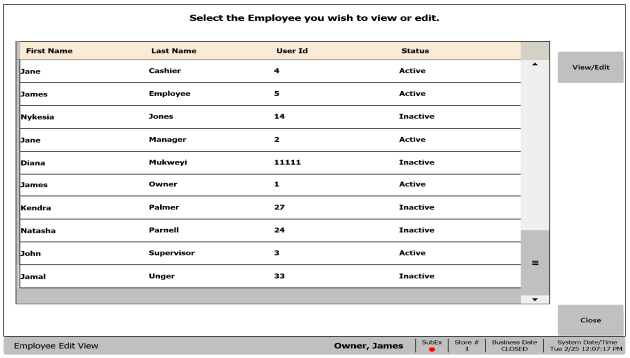
Change Employee Password

On occasion it may be necessary for an employee to change his/her password. The **manager** or **owner** must log in to allow the employee to create a new or change the password.

6. Press **Restaurant Functions** on the home screen and log in.

7. Press the **Labor** button then press **View/Edit Employee**.

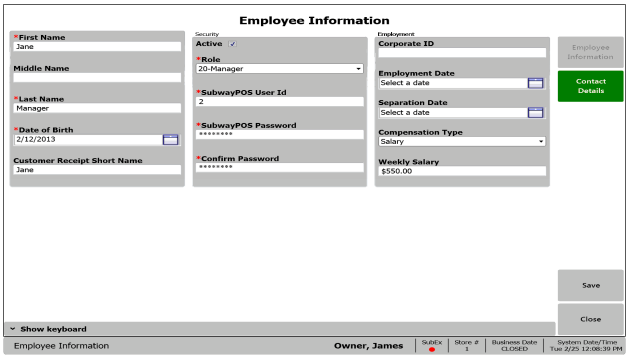
8. Navigate through the records using the green and blue arrow keys or use the search function to find the desired employee.



9. Press **View/Edit** to modify the selected employee record.

10. Enter the new password in the **POS Password** box; then reenter the same password in the **Confirm POS Password** field.

11. Press **Save** to complete this procedure.



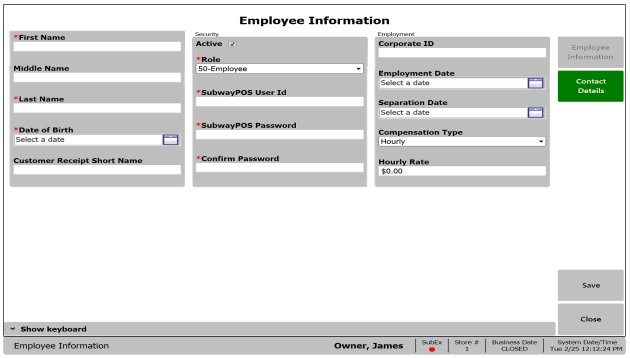
12. Pressing **Close** without first saving prompts you to save the changes. Pressing **Do Not Save** discards the changes.

Add an Employee

1. Press **Restaurant Functions** on the home screen, log in, and press **Labor**.

2. Press **Employees**.

3. Press **Add New Employee** and enter the information. Required fields are marked with a **Red** asterisk (*).

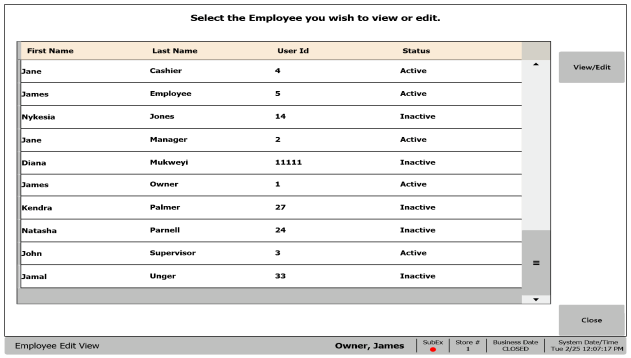


- First name and last name are required; middle name is not.
- Enter date of birth using mm/dd/yyyy format.
- **Customer Receipt Short Name:** This is the name that will appear on the receipt. If **Customer Receipt Short Name** is left blank, the employee's first name will appear on customer receipts.

4. Enter the security information:
   - **Active:** Allows an employee's log in rights to be temporarily disabled when the checkmark is removed
   - **Role:** Select one of the roles from the dropdown. Refer to Employee Roles and Security Access for information on security roles.
   - **SubwayPOS User Log in:** Limited to ten digits, no alpha characters.
   - **SubwayPOS Password/Confirm Password:** Limited to eight digits, no alpha characters.
5. Enter the employment information:
   - **Corporate ID:** This is a cross-reference for MUOs who use a payroll program or service to process payroll.
   - **Employment Date:** Use the mm/dd/yyyy format.
   - **Separation Date:** Use the mm/dd/yyyy format.
   - **Compensation Type:** Select either Hourly or Salary from the drop down:
   - **Hourly Rate or Weekly Salary:** The Information entered here is used to calculate the labor$ used in the productivity section of the Control Sheet and the labor$ in the Sales Summary section of the WISR.
6. If terminating an employee, enter the termination date and uncheck **Active**.
7. When completed, press **Contact Details** to enter the optional employee Contact Information.
8. When completed, press **Save** to save the data and return to the Labor screen.
9. Pressing **Close** without first saving prompts you to save the changes. Pressing **Do Not Save** discards the changes.

Edit, Restrict, or Terminate an Employee

1. Press **Restaurant Functions** on the home screen and log in.
2. Press the **Labor** button then press **View/Edit Employee**.
3. Navigate through the records using the green and blue arrow keys or use the search function to find the desired employee.
4. Press **View/Edit** to modify the selected employee record.

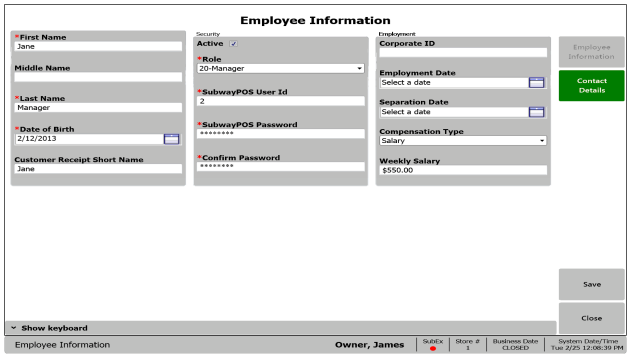


- To restrict an employee from using the POS, uncheck the **Active** box.
- To terminate an employee, enter a **Separation Date**.

5. Press **Contact Details** to change the employee Contact Information.

6. When completed, press **Save** to save the data and return to the Labor screen.

7. Pressing **Close** without first saving prompts you to save the changes. Pressing **Do Not Save** discards the changes.



Reports

The following reports are generated on demand and cover the Subway week.

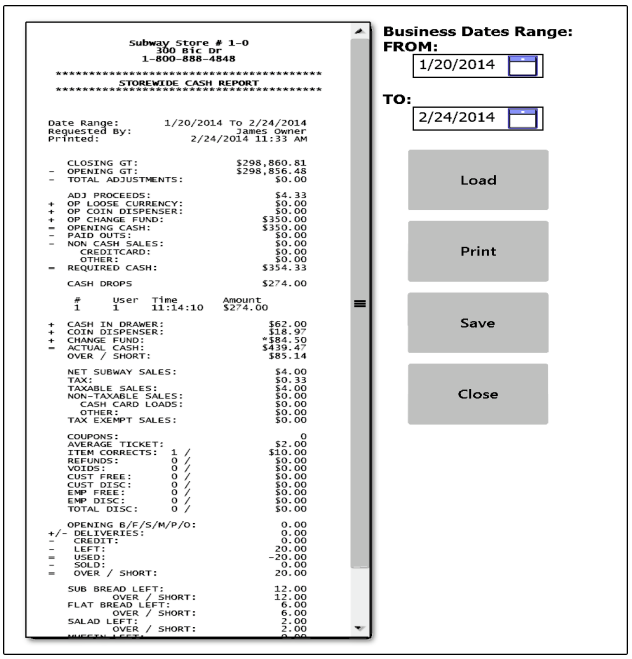
Daily Reports

Various reports are available to assess the daily cash handling and sales information. This section presents the following topics:

- **Storewide Cash Report**
- **Productivity Report**
- **EFT Report**
- **Invoice Log Report**
- **Inventory Movement Report**

Storewide Cash Report

The storewide cash report is used to determine cash handling and bread usage in the store on any given day. It can also be used to create a monthly or quarterly tax report.



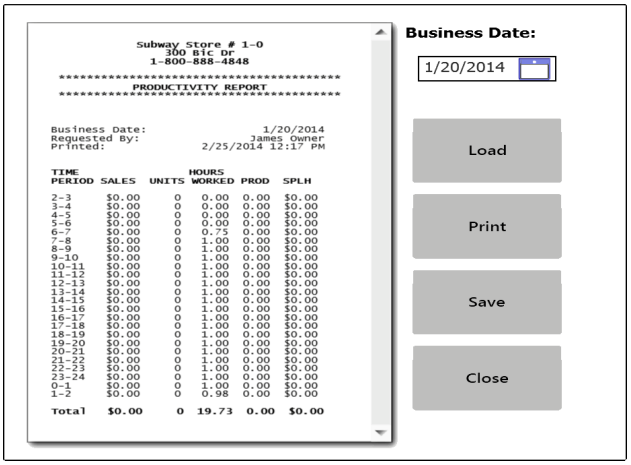
1. From the home screen, press **Restaurant Functions**, log in, and press **Cash Control**.
2. Press **Storewide Cash Report**.
3. The report opens with today's date in both **Business Date Range** boxes and with today's information automatically loaded.
4. To generate a report for a different business day, use the calendar control to enter the same date in both date boxes; then press **Load**.

Note To review monthly or quarterly taxable sales, enter the beginning and ending dates in **Business Date Range** area. Use the toolbar navigation options to move to the last page of the report and locate the tax, taxable sales and non-taxable sales amounts.

5. Use the report toolbar and scroll options to move through and/or zoom in on the report.
6. On report screens, press:
   - **Print** to print a copy of the report.
   - **Save** to save a copy of the report to the hard drive.
   - **Close** to exit.

Productivity Report

The productivity report is used to determine the productivity of the restaurant during any given day.



1. From the home screen, press **Restaurant Functions**, log in, and press **Labor**.
2. Press **Productivity Report**.
3. The productivity report screen opens with today's date in the **Business Date** field and with today's information automatically loaded.
4. To generate a report for a different business day, use the calendar control to enter the new date in the date box; then press **Load**.

Note the **Time Period** column on the left of the report is broken down into one hour increments.

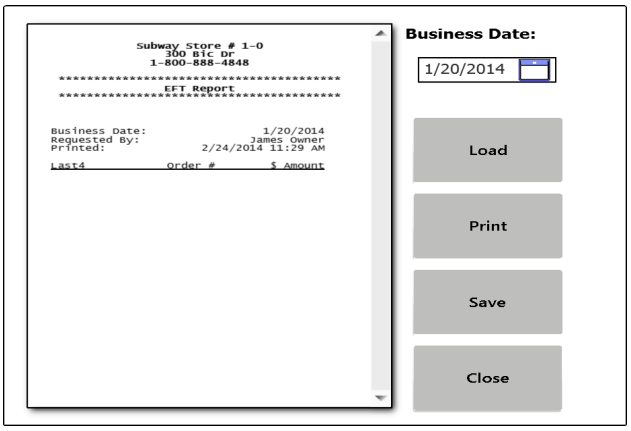
For each hour, the following information is calculated and displayed:

- **Sales $**: Total value of all sales for that hour.
- **Units**: Total number of carrier units sold in that hour.
- **Hours Worked**: Total man-hours worked during that hour.
- **Prod**: The Productivity Factor for that hour (Unit ÷ Hours Worked).
- **SPLH $**: Sales Per Labor Hour (Sales $ ÷ Hours Worked).

5. On report screens, press:
   - **Print** to print a copy of the report.
   - **Save** to save a copy of the report to the hard drive.
   - **Close** to exit.

EFT Report

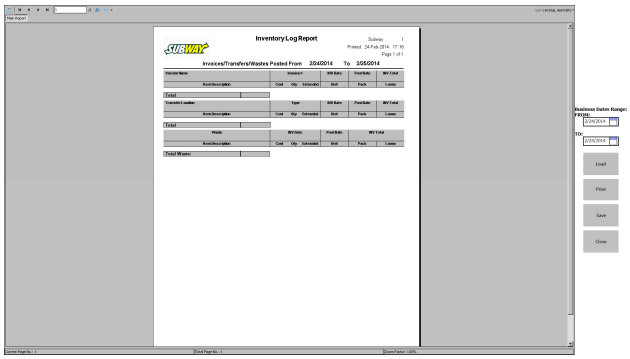
The EFT report is used to show all electronic funds transfer amounts for the given business day.



1. From the home screen, press **Restaurant Functions**, log in, and press **Cash Control**.
2. Press **EFT Report**.
3. The EFT report screen opens with today's date in the **Business Date** field and with today's information automatically loaded.
4. To generate a report for a different business day, use the calendar control to enter the new date; then press load.
5. The EFT report displays the catering call center orders first, followed by credit cards with breakdown by card type, number (last 4 digits) and transaction, Cash cards by card number (last 4 digits) and transaction amount and finally house accounts by account and transaction amount.
6. On report screens, press:
   - **Print** to print a copy of the report.
   - **Save** to save a copy of the report to the hard drive.
   - **Close** to exit.

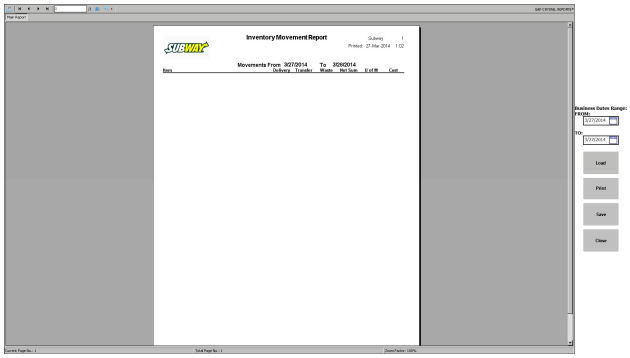
Invoice Log Report

This report is used to show all inventory adjustments for the given business day.



1. From the home screen, press **Restaurant Functions**, log in, and press **Inventory**.
2. Press **Invoice Log Report**.
3. The Inventory Log Report screen opens with today's date in the **Printed** field and with today's information automatically loaded.
4. This report displays the inventory, transfer, and waste transactions for the selected day..
5. The report opens with today's date in both **Business Date Range** boxes and with today's information automatically loaded.
6. To generate a report for a different business date range, use the calendar controls to enter the dates in both date boxes; then press **Load**.
7. On report screens, press:
   - **Print** to print a copy of the report.
   - **Save** to save a copy of the report to the hard drive.
   - **Close** to exit.

Inventory Movement Report



1. From the home screen, press **Restaurant Functions**, log in, and press **Inventory**.
2. Press **Inventory Movement Report**.
3. The **Inventory Movement** Report screen opens with today's date in the **Printed** field and with today's information automatically loaded.
4. This report displays the inventory, transfer, and waste transactions for the current day..
5. On report screens, press:
   - **Print** to print a copy of the report.
   - **Save** to save a copy of the report to the hard drive.
   - **Close** to exit.